# Center for Educational Performance and Information

www.michigan.gov/cepi

# Financial Information Database Training Spring, 2004





# **Training Goals**

- At the end of today's session, participants should:
  - 1. Understand the functionality of the FID application and know what steps are involved to complete a submission
  - 2. Understand how FID differs from the EDN "Form B" submission
  - 3. Understand how to use FID warning and error reports as a tool to correct data in district accounting systems
  - 4. Be aware of scheduled timelines for FID application availability and submission
  - 5. Know how to find assistance with different types of FID and Chart of Accounts questions

# Center for Educational Performance and Information (CEPI)

- Collecting, managing and reporting data about K-12 schools and students
  - Student (SRSD individual)
  - Personnel (REP individual)
  - Financial (FID)
  - Safety/Crime (SID)
  - Performance (MEAP, ACT, etc.)
    - These data are collected from vendors, not districts



# **Background**

- CEPI collects and reports data on Michigan's K-12 schools & students
- MEIS Michigan Education Information System
- SRSD, REP, SID, FID, STAR
- FID is a part of MEIS
- FID replaces the old EDN (Education Data Network) system

# Financial Information Database (FID) Timeline

- Fall 2003
  - FID test submission with Pilot Districts ONLY
- Spring 2004
  - FID submission opportunity for <u>ALL</u> ISD, LEA and PSA districts
  - Districts can compare data with their Fall 2003 Form B submission <u>OR</u> submit partial FY 2003-2004 data.
- Fall 2004
  - Submission via FID ONLY
  - FY 2003 2004 data must comply with the Michigan Public School Accounting Manual Chart of Accounts



#### **Features**

- Facilitates an efficient method of transmitting school district financial information
- Minimizes manual entry of data by school districts
- Generates reports at building and district level
- Integrates with MEIS security framework



# Login Requirements

- You can use your MEIS login and password to access the FID application
- To get access to FID, you will have to download the security agreement, complete and submit it to the DIT Client Services Center
- You should use IE 6.0 to use FID effectively
- District users can access data from one or more districts
- Access permissions to district data are administered by DIT Client Services Center

# Login

#### Go to the CEPI Web site to log in to the FID application



#### Financial Information Database (FID)

Each fall, districts use the Center for Educational Performance and Information's Financial Information Database application to submit information from their annual financial reports, balance sheets, revenues, district expenditures and school expenditures. In order to access the FID, you must hold a valid MEIS account and have submitted a FID security agreement form signed by your Superintendent.

To obtain a MEIS login id, please <u>click here</u>. Download a FID Security agreement, <u>click here</u>.

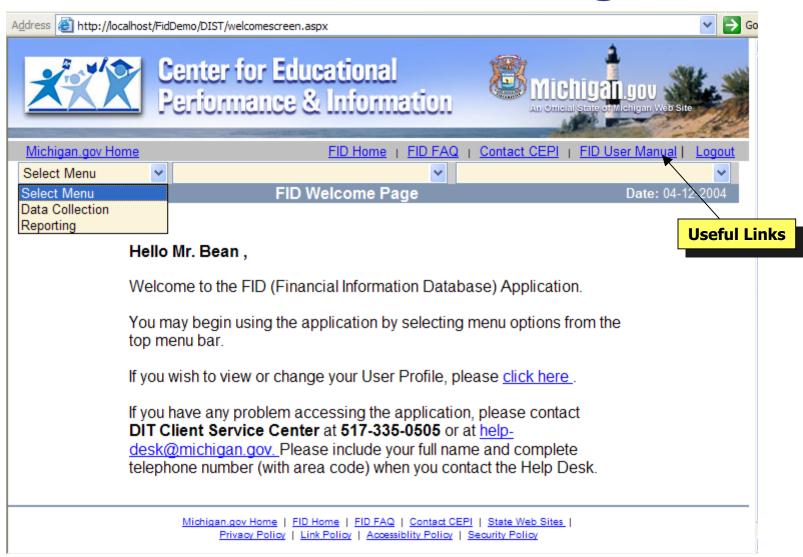
	MEIS Login
<u>U</u> ser Name :	
Password :	
	✓ OK

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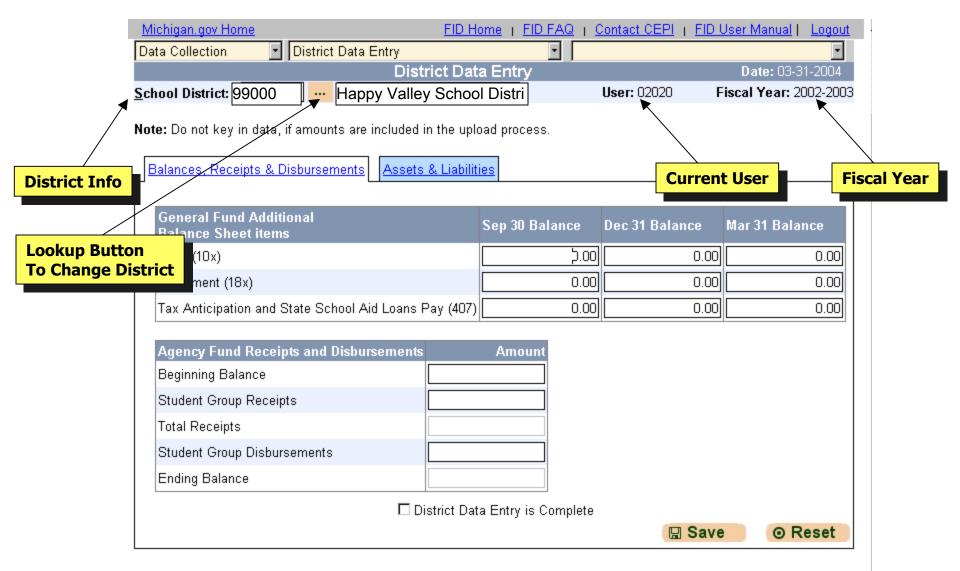
# Menus & Welcome Page



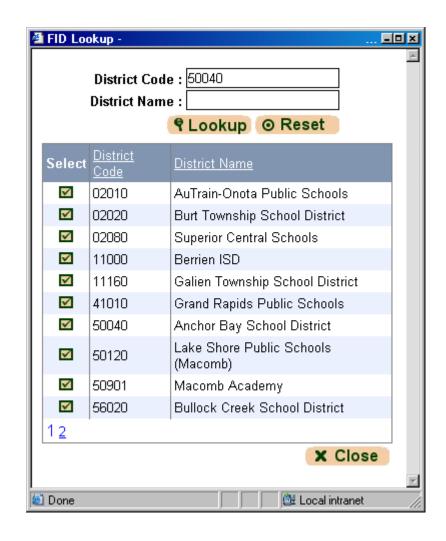
#### **Data Collection**

- District Data Entry
  - Manual entry of data not collected through upload process
  - Assets & Liabilities (Fund 91, 92)
  - Amounts Due to State of Michigan
  - Quarterly Balances for General Fund
  - Agency Fund Receipts & Disbursements
- File Upload
  - CSV, TXT (Fixed Length), XML files
  - Balance Sheet, Revenue, Expenditure and ESP files

# **District Data Entry - 1**



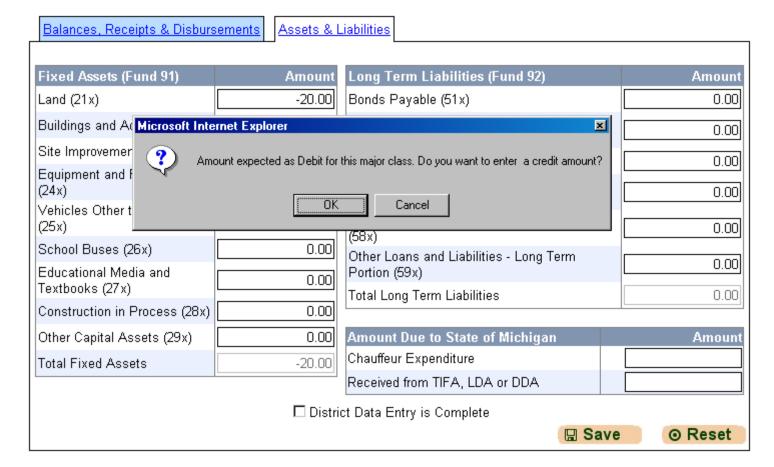
# **District Lookup**



# **District Data Entry - 2**

	_	District Data Entry	!	Date: 03-31-2004
School District: 99000		Happy Valley School Distri	<b>User:</b> 02020	Fiscal Year: 2002-2003

Note: Do not key in data, if amounts are included in the upload process.



## File Upload

- Available from early September to November 15th
- Upload and re-upload available until user selects final Submit to CEPI option

	99000		Happy Valley School Distri		<b>Date:</b> 03-31-2004
School District:	02020	••••	Burt Township School District	User: Dave	Fiscal Year: 2002-2003

Note: Please click on Browse button and select the files you want to upload.

You can combine multiple districts in one XML file. And you can also combine different types of transactions in one XML file.

Is the information contained in this upload consistent with the Audited financial statements?

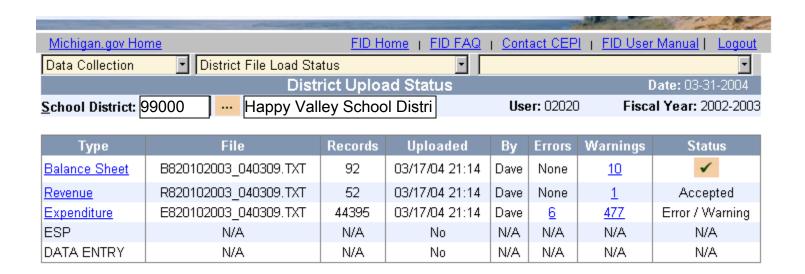
○ Yes ○ No

	Enter File Name or Browse	
<u>B</u> alance Sheet:		Browse
Revenue:		Browse
E <u>x</u> penditure:		Browse
ES <u>P</u> :		Browse
XML File for <u>M</u> ixed Transaction Types::		Browse

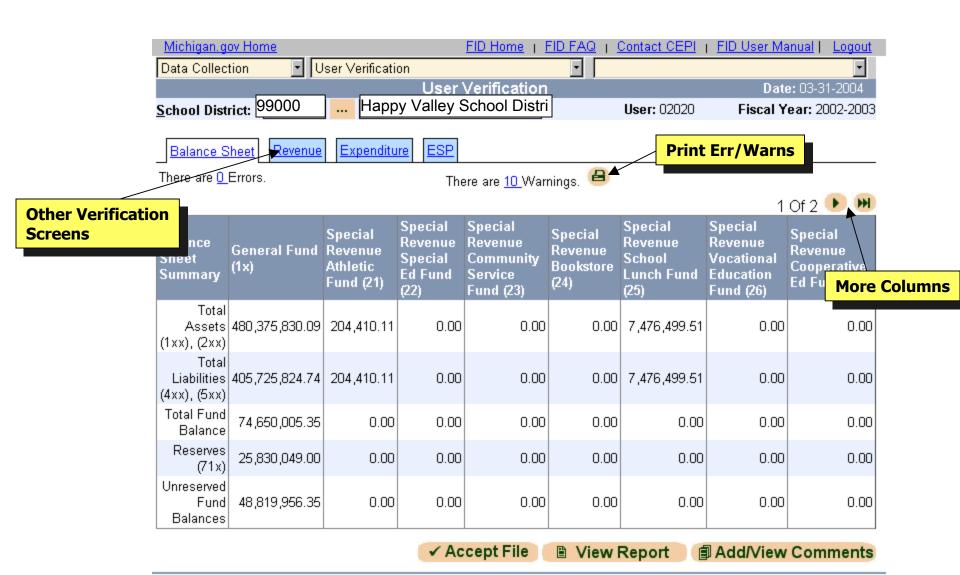


## **Data Upload Status**

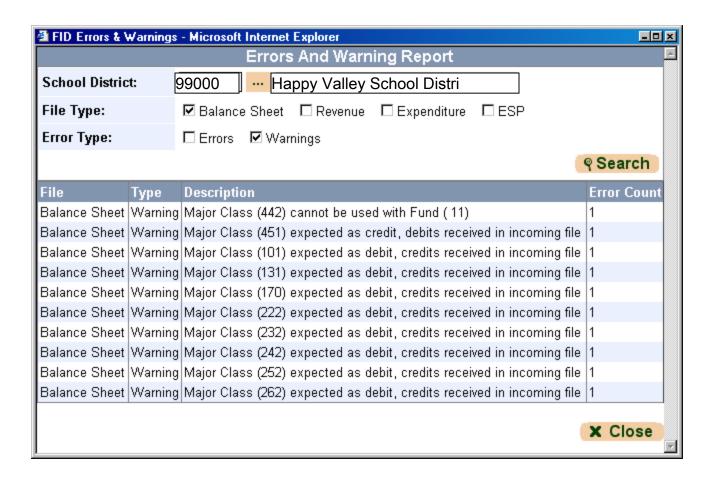
- Sequence: Uploaded⇒ Processing ⇒ Rejected/Loaded
   ⇒ Error/Warning/Verified⇒ Accepted ⇒ Submitted
- Accept icon (checkmark) allows users to accept the file
- Error/Warning links display the error/warning messages
- Transaction Type links display the verification screens



#### **Verification Screens**



# **Errors and Warnings Screen**



# **Acceptance Requirements - 1**

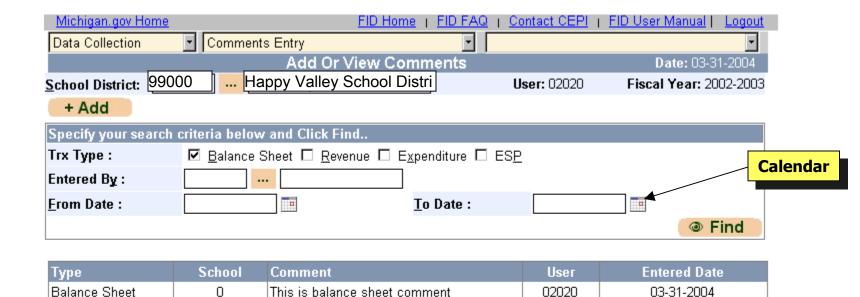
- - (See naming convention in FAQs and FID File Layout documents available from the CEPI FID Web site)
- Files should follow valid CSV, TXT or XML format or they will be rejected
- FID will accept files only there are no errors in the files
- Any corrections to uploaded data should be done by reuploading the file

# **Acceptance Requirements - 2**

- Once users select the final "Submit to CEPI" option, they cannot re-upload files or update District Data Entry screens.
- After data is submitted to CEPI, only MDOE staff may make corrections.
- You must upload data from your district only. For CSV and TXT files, the FID application identifies the district from the file name only.
- XML files include the district code within the file schema, and the district code must match your security permissions.



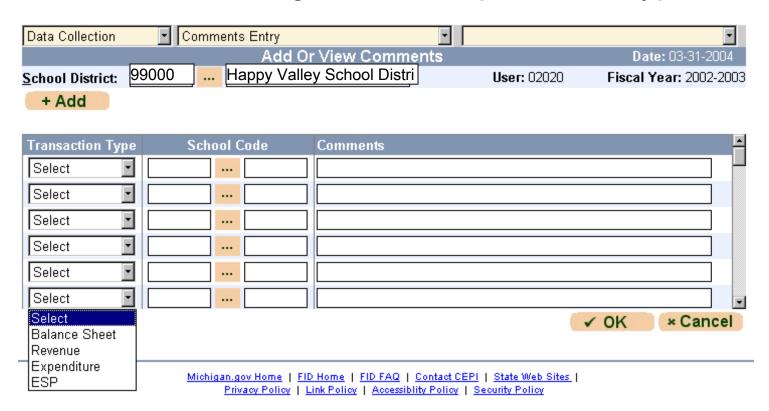
#### **View Comments**





#### **Add Comments**

- Add Comments for each Transaction Type
- Select a building code for Expenditure Type



## **Update User Profile**

- Prompted when logging in for the first time
- Update primary contact information
- E-mail address and phone number should be in a valid format



# **Opening Balances**

Fund Code	Description	Opening Balance	Revenue	Expenditure	Calculated Fund Balance	Uploaded Fund Balance	Stat
1	General Fund	103,624,383.14	1,544,181,633.26	1,573,134,801.89	74,671,214.51	74,650,005.35	×
21	Athletic Fund	0.00	1,716,264.04	1,716,264.04	0.00	0.00	1
22	Special Education Fund	0.00	0.00	0.00	0.00	0.00	1
3	Debt Service Funds	32,046,800.08	110,997,785.03	114,500,077.88	28,544,507.23	28,544,507.23	1
4	Capital Projects Fund	285,668,314.87	747,190,811.76	340,107,604.60	692,751,522.03	692,751,522.03	1
5	Trust Funds	505,165.17	291,640.64	132,326.01	664,479.80	664,479.80	1
6	Agency Funds	0.00	0.00	0.00	0.00	0.00	1
7	Enterprise	0.00	0.00	0.00	0.00	0.00	1
8	Internal Service	0.00	0.00	0.00	0.00	0.00	1
9	District Wide Reporting	1,113,286,102.00	0.00	0.00	1,113,286,102.00	1,113,286,104.00	1

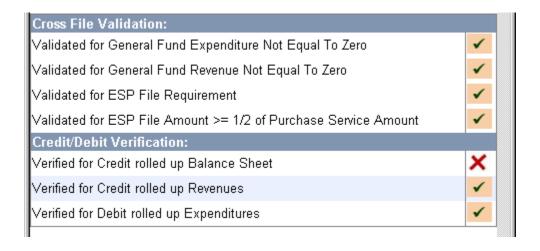




#### **Cross File Validation**

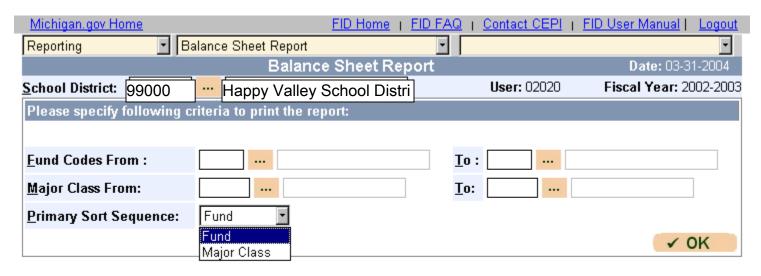
- General Fund Revenue & Expenditure cannot be zero
- If the Purchased Services Amount is greater than or equal to 50% of General Fund Expenditures Amount, an ESP file is required.
- The ESP file total amount must be at least 50 percent of the Purchased Services Amount
- Rolled-up Balance Sheet amounts are validated for credits and debits according to the major class
- Rolled-up Revenue amounts must all be credits
- Rolled-up Expenditure amounts must all be debits

#### **Cross File Validation**



# **Balance Sheet Report**

- Specify From-To Fund Codes
- Specify From-To Class Codes
- If From-To values are not given, then all segment codes are selected



# **Balance Sheet Report**

FIDrptBalanceSheet

FID Application

3/31/2004 5:39 PM

Balance Sheet Report Fiscal Year 2002-2003

School District99000 - Happy Valley School District

Fund Codes: 2 to 5, Major Class Codes: ALL, Sort By: Fund, Major Class

FUND : 21 -	Athletic	Fund
-------------	----------	------

Major Class	Major Class Description	End	Ending Balance		
10	Cash Accounts	\$	351.06		
13	Due From Other Funds	\$	2,577.07		
40	Current Payables	\$	-2,127.00		
74	Unreserved Fund Balance	\$	-801.13		
	Total for 21 - Athletic Fund	<b>\$</b>	.00		

#### FUND: 23 - Community Service Fund

Major (	Class Major Class Description	Er	nding Balance
10	Cash Accounts	\$	22,899.62
41	Due to Other Funds	\$	-1,555.60
74	Unreserved Fund Balance	\$	-21,344.02
	Total for 23 - Community Service Fund	\$	.00.

# **Expenditure Report**

Michigan.gov Ho	<u>me</u>		FID Home   FID FAQ	Contact CEPI	FID User Manual   Lo	gout
Reporting	Expen	diture Report	•			<b>T</b>
		Expen	iditure Report		<b>Date:</b> 03-31-20	004
School District:	99000	Happy Valley	School Distri	<b>User:</b> 02020	Fiscal Year: 2002-	2003
Please specify f	ollowing criter	ia to print the re	port:			
<u>F</u> und Codes From :			<u>T</u> o :			
Functio <u>n</u> From :	••••		<u>T</u> o :	••••		
Object From :			<u>T</u> o :	•••		
<u>P</u> rimary Sort Sequence:	Fund 🔽	l	<u>S</u> econdary Se Sequence:	Function 🔽		
	Function Object				✓ OK	

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# **ESP Report**

Michigan.gov Hor	<u>me</u>		FID Home	FID FA	Q   Contact CEPI	<u>FID User Manual</u>	Logout
Reporting	Ed	lucati	ion Service Provider Report	•			•
			ESP Report			<b>Date:</b> 03-3	1-2004
School District:	9000	••••	Happy Valley School Dis	stri	<b>User:</b> 02020	Fiscal Year: 20	002-2003
Please specify fo	ollowing cr	iteria	a to print the report:				
Functio <u>n</u> From :				<u>T</u> o:	•••		
Object From :		•••		<u>T</u> o :	••••		
Primary Sort Sequence:	Function Function	-					
	Object					1	OK

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# **Building Level Expenditure Report**

Michigan.gov Hor	<u>me</u>		FID Home	FID FAQ	Contact CEPL	FID User Manual	Logout
Select Menu	-			•			~
_		Building Lev	el Expendi	iture Repo	rt	<b>Date:</b> 03-3	1-2004
School District:	99000	Happy Valle	y School Di	stri	<b>User:</b> 02020	Fiscal Year: 20	)02-2003
Please specify f	ollowing c	riteria to print the r	eport:				
Enter <u>S</u> chool Code:		OR 🗆 All Schools	3				
<u>F</u> und Codes From :		•		<u>T</u> o :	•••		
Function From :				<u>T</u> o :	(***)		
Object From :				<u>T</u> o:	(***)		
Select Sort Sequence:	1 School	Fund	<u>₹</u> 3 F	unction <u> </u>			
						10	K

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# **Building-Level Expenditure Report**

FIDrptSchoolWiseExpenditure

FID Application

3/31/2004 5:45 PM

#### **Building Level Expenditure Report**

Fiscal Year 2002-2003

#### School District 99000 - Happy Valley School District

Fund Codes: 1 to 5, Function Codes: 100 to 400, Object Codes: 1000 to 3000, Sort By: School, Fund, Function

School: 00000 - South Lake Schools

Fund: 1 - General Fund

Function Description		Object Object Description	Amount	
Special Education		1200	\$	67,946.00
Special Education		1600	\$	34,124.50
Special Education		1700	\$	2,388.45
Special Education		1800	\$	13,202.12
Special Education		2100	\$	9,635.87
Special Education		2800	\$	20,661.75
	Sub-Total for	122 - Special Education	\$	147,958.69
Compensatory Education	ı	1200	\$	77,018.88
Compensatory Education	ı	2100	\$	21,434.75
Compensatory Education	ı	2800	\$	15,745.63
	Special Education Special Education Special Education Special Education Special Education Special Education Compensatory Education Compensatory Education	Special Education Special Education Special Education Special Education Special Education	Special Education 1200 Special Education 1600 Special Education 1700 Special Education 1800 Special Education 2100 Special Education 2100 Special Education 2800  Sub-Total for 122 - Special Education Compensatory Education 1200 Compensatory Education 2100	Special Education 1200 \$ Special Education 1600 \$ Special Education 1700 \$ Special Education 1800 \$ Special Education 2100 \$ Special Education 2200 \$ Special Education 2200 \$ Compensatory Education 1200 \$ Compensatory Education 2100 \$ Compensatory Education 2100 \$

Sub-Total for

125 - Compensatory Education \$

114,199.26

# **Error Report**

Michigan.gov Home	<u>FID</u>	Home   FID FAQ	Contact CEPI	FID User Manual	Logout		
Reporting	Error Report	<b>-</b>			<b>*</b>		
	Error R	eport		<b>Date:</b> 03-31	1-2004		
School District: 9900	O Happy Valley Scho	ool Distri	<b>User:</b> 02020	Fiscal Year: 20	02-2003		
Please specify following criteria to print the report:							
Error Report For							
Error Types	☑ <u>E</u> rrors :						
	✓ Warnings:						
	Rejected :						
				✓ C	K		

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# **Error Report**

	FIDrptError FID Application 3/31/2004 5:49 PM  Balance Sheet Data Load Error Report  Fiscal Year 2002-2003  School District 99000 - Happy Valley School District							
Fund	Major Class	Suffix		Endin Balance	д Туре	•	Error/Warning Description	
11	101	0000	\$	-129,295.45	W	5009	Major Class (101) expected as debit, credits received in incoming file	
11	131	1100	\$	-5,388.95	W	5009	Major Class (131) expected as debit, credits received in incoming file	
11	170	5700	\$	-5,551.80	W	5009	Major Class (170) expected as debit, credits received in incoming file	
11	442	0000	\$	-2,515,333.33	W	5001	Major Class (442) cannot be used with Fund ( 11)	
11	451	2200	\$	336.17	W	5008	Major Class (451) expected as credit, debits received in incoming file	
91	222	0000	\$ -	325,284,364.00	W	5009	Major Class (222) expected as debit, credits received in incoming file	
91	232	0000	\$	-9,050,585.00	W	5009	Major Class (232) expected as debit, credits received in incoming file	
91	242	0000	\$	-22,912,305.00	W	5009	Major Class (242) expected as debit, credits received in incoming file	
91	252	0000	\$	-7,953,956.00	W	5009	Major Class (252) expected as debit, credits received in incoming file	
91	262	0000	\$	-16,154,961.00	W	5009	Major Class (262) expected as debit, credits received in incoming file	

This should print as a footer on every report. This is moneyback guarantee.



## Need Help?

For technical assistance:

Call: 517-335-0505

■ Email: <u>Help-Desk@michigan.gov</u>

- For the most up-to-date information:
  - www.michigan.gov/cepi
  - Go to the "MEIS Data Services" section
    - From here, go to the specific data set page for which you need information (e.g., Financial Information Database)
  - Join the FID Listserv



# **Questions?**



#### **Vendor Contact**

If you have any programming needs, either to comply with FID file format or others, please contact:

Ganesh Reddy

Director of Govt. Business

Phone: (248)-470-9265

Email: <a href="mailto:ganesh.reddy@htcinc.com">ganesh.reddy@htcinc.com</a>

Joseph Rodrigues

**Director of Projects** 

Phone: (248)-786-2500 x154

Email: <u>Joseph.rodrigues@htcinc.com</u>

Visit: http://www.htcinc.com